

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### CHANGE MANAGEMENT SPECIALIST

Role Title: Information Technology Specialist I

Position #00887 (2 Positions)

Pay Band 4, Level III, Hiring Range: \$31,979 - \$48,000

**Closing Date: February 20, 2015**

The Division of Information Management seeks technology professional to provide ongoing technical and analytical support for Medicaid Information Management Systems (MMIS) project management and other systems using Change Management, Configuration Management, and Quality Assurance methodologies for the DMAS Information Management Division. This position is responsible for processing, recording, and tracking high volume Information Service Requests and other project initiatives to include quality of transfer, storage, and processing of associated deliverables using version control to/from the DMAS Fiscal Agent and other contracted companies. The incumbent maintains databases, tracking logs, project files, and work plan updates; generates and/or posts recurring/ad-hoc status reports and provides responses to project inquiries from management and staff. This position assists, and works closely with the Information Management team, user community, as well as the Fiscal Agent and other contracted companies. Qualified applicants must have proven ability to plan and complete multiple tasks with dynamic priorities. Prefer experience working in the health care industry and IT environment. Requires ability to accurately perform data entry tasks, process and track projects and associated deliverables, monitor and control processes, and manage workflow. Must be detail-oriented and able to accurately handle multiple priorities and meet strict deadlines while working in a high volume workload setting requiring fast and efficient turnarounds. Requires ability to work both independently and as part of a team, and the capacity to work with moderate supervision. Requires proficiency with all Microsoft Office suite applications along with other tracking systems and software applications. Must demonstrate strong communication skills to include developing reports, and communicating effectively with all levels of an organization. Prefer college degree with major coursework in information systems, business management or administration related field; equivalent relevant experience may substitute for degree.

#### ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

#### Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA

